



Special Attention of:

Notice ADM-14-01

Issued: 12/05/2014

Expires: This notice remains in effect
until amended, revoked, or
superseded.

Cross References: 2200.1

Subject: HUD Business Cards

Update to: *Administrative Services Policy* (2200.01) Chapter 10, PRINTING AND GRAPHIC ARTS SERVICES; and HUD's *Graphics Communications Guidelines Manual*.

HUD Business Card Style Policy

The Office of Administration's Printing and Graphic Arts Branch is responsible for identifying uniform standards and for maintaining and monitoring printed stationery items such as business cards.

The Branch is also responsible for ensuring that all visual communications adhere to the graphic regulations specified for the agency in the Visual Communications Guidelines Manual.

Under this directive and authority, the policy on business cards must be added to avoid confusion and variations from approved formats.

There are four (4) approved styles for HUD business cards:

- Styles A and B are for use by all HUD employees authorized to have business cards.
- Style C is authorized for use by Supervisors Only and is the next tier.
- The cards with the Eagle logo are exclusive to: PAS (Political Appointment, Senate confirmed); Senior Executive Service (SES) Schedule C (Political Appointment); and SES career appointment. PAS determination is stated in the Plum Book – *United States Government Policy and Supporting Positions, Committee on Oversight and Government Reform*.

Business Cards

Style A



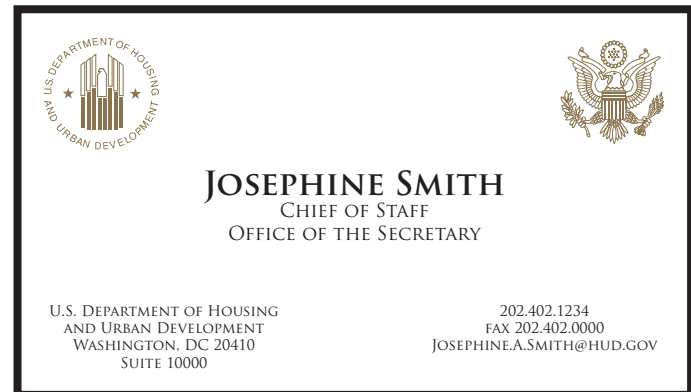
Style B



Style C



Eagle



Supervisors Only

PAS & SES Only